

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO: 06-134

POSITION: Education Technician, 06-134, (PD No. R8597000)

GRADE/PAY: GS-1702-07 \$35,116.00 - \$45,648.00 per annum

DUTY LOCATION: VAPA, Ft. Pickett, Blackstone, VA

OPENING DATE: 25 October 2006 **CLOSING DATE:** 28 November 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified Enlisted Personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army or Air National Guard enlisted personnel regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: E: MOS Immaterial

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: CPT Jeremy M. Serafin, (434) 298-6222

QUALIFICATION REQUIREMENTS:

GENERAL - Progressively responsible clerical experience or other work which demonstrated the ability to acquire and apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

SPECIALIZED - Must have twelve (12) months of experience which has equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience in developing lesson plans and assuring that these plans are followed, experience which demonstrated an applicant's ability to obtain training materials and set up equipment, experience which demonstrates an applicant's ability to gather data and to prepare and submit reports, experience which demonstrates an applicant's ability to follow agency directives in monitoring and controlling a testing environment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS): Applicants should prepare statements addressing all KSAs listed below. Explain any military and civilian experience which supports each KSA. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified candidates. If there are more than ten (10) qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in the inability to refer basically qualified candidates for consideration or interview.

1. Ability to secure facilities and coordinate training.
2. Ability to gather data and compile plans and reports.
3. Ability to coordinate and control testing programs.

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SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of the specialized experience. Education in schools above the high school level may be substituted for specialized experience on the basis of one academic year of study (i.e., 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. Applicants must submit transcripts, diplomas, or other forms of completion certificates to provide verification of related courses.

DUTIES/RESPONSIBILITIES - POSITION DESCRIPTION R8597000: Performs a variety of administrative functions in support of the Educational Services Program in the State. Consolidates information recorded in monthly program evaluation reports that has been prepared from attendance records, contracts, or other sources and puts this information into the prescribed format. Maintains fund control accounts. Monitors expenditures and obligations against allotted budget, may provide information concerning educational services such as placement tests, all levels (intermediate through post-graduate) of educational programs and courses, tuition assistance, and other services available to qualified personnel who have requested this information or have been identified in the Educational Level Survey as not meeting educational level goals established for the military personnel of the Department. In addition to providing information described above, in the absence of a designated guidance counselor, may advise and counsel personnel regarding educational opportunities that would complement their career or educational goals. Serve as test control officer for all civilian high school and college tests. Prepares required quarterly reports and audits regarding test material.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-134

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer